

NOVEMBER 2022

FLSA: EXEMPT

SALARY: AA

CBA DESIGNATION: CLASSIFIED MANAGEMENT

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
EXECUTIVE DIRECTOR, RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**

**BASIC FUNCTION:** Under the direction of the Vice Chancellor, Institutional Advancement and Economic Development, is responsible for the overall development, coordination, and administration of the Riverside Community College District (RCCD) Foundation and its policies, procedures, and activities, subject to policies established by the Foundation Board of Directors and the Riverside Community College District Board of Trustees; and is responsible for the creation and implementation of a comprehensive development program in direct support of the District and its colleges, and shall serve as the District's Major Gifts Officer.

**SUPERVISORY RESPONSIBILITIES:** The Executive Director, RCCD Foundation directly supervises staff supporting the Foundation.

**REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Designs and implements a comprehensive development program for the RCCD Foundation in support of the overall mission of the District and the colleges.
2. Recommends, plans, and implements special revenue-generating projects such as major gift campaigns, annual campaigns, and capital campaigns in accordance with and in support of the priorities of the colleges and the District.
3. Supervises Foundation special events, direct mail solicitations, proposal writing, planned giving opportunities, and donor solicitations.
4. Establishes specific development goals to be met on an annual basis.
5. Coordinates processes for awarding student scholarships across the District.
6. Coordinates alumni giving efforts.
7. Maintains a financial accounting and auditing system for all Foundation accounts, in cooperation with the Vice Chancellor of Business and Financial Services.
8. Supervises the annual Foundation audit process.
9. Maintains confidential donor records and mailing lists.
10. Hires, directs, coaches, evaluates, trains, and manages assigned staff.
11. Interprets District programs for the general public through community contacts, outreach, and participation in community activities.
12. Represents the Foundation and District at various community and civic functions.
13. Participates in local, regional, and state activities to promote the Riverside Community College District and its colleges.
14. Performs other related duties, as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

**QUALIFICATIONS**

**Knowledge Of:**

1. Planned giving options, including charitable trusts, bequeathed contributions, annuities, and insurance;
2. Excellent oral and written communication skills;
3. Superior relationship management skills;

Creation Date/Last Revised: April, 2016

4. Excellent organizational skills fundraising strategies, including annual giving, major gifts, donor cultivation and solicitation, corporate solicitations, and foundation grant opportunities and processes;
5. The principles and practices of modern public and business administration and management;
6. Computerized on-line programs used for accounting, auditing, fiscal controls, and financial management, including designated fund and fund-raising software;
7. The practices and principles of accounting and auditing, financial analysis, and research procedures;
8. Effective supervisory techniques, including successful recruitment and selection processes, appropriate work assignment delegation, and performance management/evaluation;
9. Relevant staff development and training, and meaningful corrective and disciplinary action.

**Ability To:**

1. Establish and maintain appropriate cost control and reconciliation measures;
2. Make public presentations in a dynamic and convincing manner;
3. Interpret and apply laws, policies, and procedures;
4. Communicate well with internal and external publics;
5. Analyze complex situations accurately and adopt an effective course of action;
6. Effectively manage time, meet deadlines, and achieve objectives;
7. Establish and maintain effective working relationships with the general public, donors, college administrators, managers, faculty, staff, students, vendors, and contractors in a diverse, multicultural, and multi-ethnic educational environment;
8. Communicate effectively both orally and in writing;
9. Establish and maintain effective working relationships.

**Education and Experience:** A bachelor 's degree from a regionally accredited institution and five (5) years of progressively responsible experience in a non-profit organization, including the development, execution, and evaluation of successful strategies with major gifts and donor development in higher education.

A master's degree and experience in a community college setting is preferred. Experience with direct mail programs, direct solicitation programs, annual giving programs, special events, budget development, work plan completion, and evaluations is highly desired.

**LICENSES/CERTIFICATIONS REQUIRED:**

None.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.